



FACILITY MAINTENANCE DIRECTOR

Purpose:

To actively support and uphold the City's stated mission, vision, and values. To manage, supervise and coordinate the activities of the Facility Management Division of the Public Works Department; to coordinate facility management activities with other City divisions and departments; and to provide highly complex staff assistance to the Public Works Manager.

Supervision Received and Exercised:

Receives general direction from the Public Works Manager or from other supervisory or management staff.

Exercises direct supervision over technical, maintenance and clerical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Establish goals and objectives; direct the development of policies and procedures for the Division including development and maintenance of strategic facility maintenance plans.
- Assists in developing security and building alarm plans for City facilities, manage facility energy management and access control systems.
- Assist in the preparation and presentation of significant facility maintenance issues to the City Manager and/or Mayor and Council.
- Attend City Council meetings when it is anticipated that facility maintenance issues may be discussed.
- Foster and maintain a healthy and productive work environment for division staff and contribute to a positive working environment for the Department.

CITY OF TEMPE

Facility Maintenance Director (continued)

- Prepare the Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Direct, oversee and participate in the development of the Division work plan; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures.
- Maintain preventive maintenance activities in accordance with strategic plan; prepare reports; maintain records of time, materials and equipment used; assist in ordering supplies and materials.
- Make initial inspections in difficult cases and assist staff in determining appropriate actions; prepare detailed cost-estimates and make recommendations regarding feasibility of major repairs and facility modifications; coordinate the replacement and disposal of obsolete equipment.
- Ensure division and staff provides outstanding customer service to other departments, divisions and sections.
- Develop and review specifications for the purchase of new equipment and supplies; work with financial services department to assist in evaluating all bids from vendors.
- Ensure the adherence to safe work practices and oversee the training, communication, and maintenance of the Division's Safety Program Manual.
- Establish and monitor complete, accurate and accountable control for tools, equipment, and supplies.
- Coordinate and oversee the establishment of computerized maintenance information system for accurate recording and charging of division services.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related

CITY OF TEMPE

Facility Maintenance Director (continued)

experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible facility maintenance and/or building construction and renovation experience including two years of administrative and supervisory responsibility. HVAC, electrical, and plumbing, and other related trades experience is desirable.

Training:

Equivalent to the completion of an Associate's degree from an accredited college or university with course work in business administration, public administration, building construction and maintenance, or a related field. Bachelor's degree is preferred.

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona Driver's License.

This position is unclassified and pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

Job Code: 8925

FLSA: Exempt